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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: DEC 3 1953

FROM : Chief, Transportation Division

SUBJECT: Weekly Activity Report

1. GENERAL

25X1C4C

a.

(continued item)

No Change.

25X1X4

25X1A9A

A5A1

(3) Arrangements will be made to effect shipment of high pressure fittings and hose from Washington after the Transportation Division has been furnished appropriate information as to the weight, cube and markings of the shipment.

2. STUDIES AND PROJECTS IN PROCESS

a. Regulations

(1) The following is a resume of activities in connection with the preparation of new and revised CIA Regulations pertaining to transportation:

Regulation

Action

25X1
[Redacted]

Submitted to L.O., 18 June 53 for administrative edit and working level coordination.

Resubmitted to L.O. 24 Sept. 53 for formal coordination.

Responsibility assigned to the Chief, Supply Div. (Date unknown)

Responsibility assigned to the Chief, Transportation Div., 4 Nov. 53.

Rewritten and submitted to the L.O. Regulations Committee on 16 Nov. 53.

Returned to Transportation Div. 16 Nov. 53 for revision.

Resubmitted to the Logistics Office Regulations Committee on 18 Nov. 53.

Returned to the Transportation Div. 18 Nov. 53 for revision.

Resubmitted to the L.O. Regulations Committee 24 Nov. 53.

Returned informally to the Transportation Div. 25 Nov. 53 for revision.

Revisions transmitted informally to L.O. Regulations Committee by telephone 25 Nov.

25X1
[Redacted]

Submitted to L.O. 18 June 53 for administrative edit and working level coordination.

Resubmitted to L.O. 24 Sept. 53 for formal coordination.

Responsibility assigned to the Chief, Supply Div., 4 Nov. 53.

Progress continues in the development of this [Redacted]

25X1

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25X1

[REDACTED] SHIPMENT AND STORAGE
OF PERSONAL EFFECTS
AND HOUSEHOLD GOODS
(EXCLUDING AUTOMOBILES)
WHEN FURNISHED GOV'T
QUARTERS ARE PROVIDED

Submitted to L.O. 22 Sept. 53 for
administrative edit.

25X1

[REDACTED] TRANSPORTATION OF
PRIVATELY-OWNED MOTOR
VEHICLES

Submitted to L.O., 10 Aug. 53 for adminis-
trative edit.

Returned to Transportation Div. for
coordination.

Resubmitted to L.O. 8 Sept. 1953. Returned
to Transportation Div. 15 Sept. 1953 for
consideration of 6 pages of questions and
comments made by the Regulations Control
Staff.

Resubmitted to L.O. 6 Oct. 53 for formal
coordination.

25X1

[REDACTED]

Minor revision submitted to L.O. on 8 Oct.
53. (A portion of these regulations pertain
to weight limitations when Gov't quarters
are furnished.)

25X1

[REDACTED]

Revision of those parts of [REDACTED] per-
taining to baggage, accommodations, weight
and time limitations on the shipment of
household goods were submitted to the L.O.
in the form of Agency Notices on 14 Sept. 53
as requested by the L.O. and DD/A.

25X1

Returned to Transportation Div. for sub-
mission as changes to [REDACTED] instead of
Notices.

25X1

Resubmitted to L.O. 5 Oct. 53 for formal
coordination.

25X1

[REDACTED] GENERAL TRANSPORTA-
TION POLICY

Submitted to L.O. 14 Oct. 1953 for
administrative edit.

Submitted to L.O. 28 Oct. 53 for formal
coordination.

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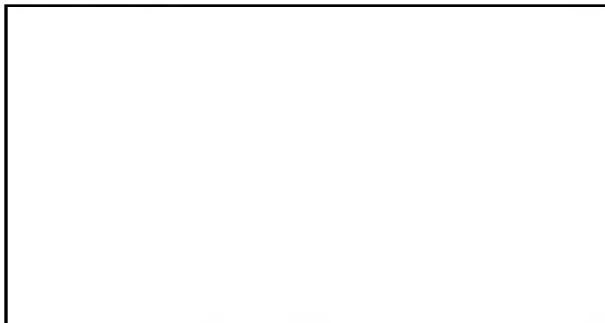
25X1



Submitted to L.O. 14 Oct. 1953 for administrative edit.

Submitted to L.O. 28 Oct. 53 for formal coordination.

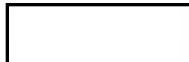
25X1C4A



Submitted to Coordination & Requirements Staff on 1 Oct. 53.

Returned to Transportation Division from Coordination & Requirements Staff on 6 Oct. 53. (See paragraph (2) below.)

25X1



TRAVEL - BAGGAGE

Submitted to L.O. 19 Oct. 53 for administrative edit.

Submitted to L.O. 28 Oct. 53 for formal coordination.

25X1C4A



3. OTHER ITEMS OF INTEREST

a. Utilization of Air Parcel Post (new item - completed)

25X1C4A Mailable matter under 70 pounds and totaling no more than 100 inches in combined length and girth may be sent to any APO or FPO in the world for 80 cents per pound via Air Parcel Post. In an initial trial shipment the

[REDACTED]

b. Truck Operations and Other Highway Activities (new item - completed)

(1) Number of Trips:

(a) Local 54
(b) Out-of-town . . . 5

25X1A6A [REDACTED]

The total weight in these out-of-town trips was 137,139 pounds.) (69 tons)

(2) Total Truck Mileage: 6,714 miles.

(3) There was one Agency-owned vehicle processed for overseas shipment by Transportation Division personnel.

25X1A6A [REDACTED]

c. Cargo Shipments (new item - completed)

A total of 6 air and 42 surface shipments were made during the week.

d. Personal Property Shipments (new item - completed)

- (1) Number of incoming personal property shipments: 22
- (2) Number of incoming privately-owned automobiles: 3.
- (3) Number of outgoing personal property shipments: 11
- (4) Number of outgoing privately-owned automobiles: 6

(One (1) privately-owned vehicle was delivered to Ports of Embarkation in the United States at Government expense.)

e. Administration (new item - completed)

The following documents were handled in the Transportation Division:

- (1) Incoming cables 142
- (2) Outgoing cables 89
- (3) Incoming correspondence . 628
- (4) Outgoing correspondence . 159

4. SPECIAL PROBLEMS

25X1 a. Responsibility for the Preparation and Maintenance of Agency Regulatory
Entitled Travel [] (new item - completed)

In memorandum for the Chief of Logistics from a Special Assistant to the Deputy Director (Administration) - (Mr. [] - subject, 25X1A9A
Travel Regulations, dated 4 May 1953, it was requested that the Logistics
Office assume the responsibility for the preparation and maintenance of
Agency regulatory issuances entitled Travel - [] This memorandum 25X1
pointed out that the travel series would include directions originating
within several offices of the Agency and that the Comptroller, General
Services and Office of Personnel, each, would have a prime interest in
subjects included in the Travel series. Officials responsible for regulatory
issuances of prime interest to the Comptroller, General Services, and
Personnel were listed in the letter as follows:

Comptroller - Mr. []
General Services - Mr. []
Office of Personnel - Mr. [] 25X1A9A

The memorandum further stated that "the offices and officials named above
are requested to participate in and contribute to the writing of regulatory
issuances on the subject of Travel." Carbon copies of this memorandum were
sent to the Comptroller, Chief, General Services, and Assistant Director,
Personnel. In memorandum to the Chief, Transportation Division from Acting
Chief, Administrative Staff, Logistics Office, subject, Agency Travel Regula-
tions, dated 4 May 1953, it was requested that the responsibility for writing
the travel regulations be delegated to a member of the Transportation Division.
This memorandum further pointed out that Mr. [] of the 25X1A9A
Personnel Office and Comptroller's Office, respectively, were the contacts
for working level collaboration of personnel and financial aspects of the
proposed Agency regulations.

Upon receipt of the memorandums mentioned above, the Transportation Division
took action to draw up a topical outline of subjects regarding travel to be
covered in Agency regulations. A meeting was arranged with representatives of
the Office of the Comptroller and the Office of Personnel. An informal
agreement was reached that the Comptroller would take action to write the
following regulations:

25X1 [] - Travel Funds [] Per Diem
[] - Performance of Travel [] Claims 25X1

and that the Personnel Office would write the following regulations:

25X1 [] - Travel Authorization
[] - Claims Required for Employees and Dependents for Overseas
Travel
[] - Documentation for Employees and Dependents in Support of
Movement of Personnel

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25X1
25X1

[] - Briefing of Traveler (Employees and Dependents)
[]

A revised outline of proposed Agency regulatory issuances in the process of development by the Logistics Office showing estimated completion dates was forwarded to the Special Assistant to the Deputy Director (Administration) by memorandum dated 20 October 1953, subject, Revised Outline of Proposed Agency Regulatory Issuances Being Developed by the Logistics Office. This outline included regulations to be developed by the Transportation Division and showed the estimated completion date for each. It also included a listing of regulations to be developed by the Office of Personnel and the Comptroller, but did not show estimated completion dates for such regulations. A note at the end of the list of regulations included the following statement: "The Transportation Division will monitor and submit for publication all travel regulations regardless of the responsibility for writing and coordination." Tentative dates have been established for submission of the regulations being developed by the Office of the Comptroller and Office of Personnel to the Transportation Division, and are as follows:

Comptroller's Office:

25X1

[] Travel Funds (tentative date 1 Jan. 1954)
Performance of Travel (tentative date 1 Jan. 1954)
Per Diem (tentative date 1 Jan. 1954)
Claims (tentative date 1 Jan. 1954).

Personnel Office:

25X1

[] Travel Authorization (tentative date 1 Dec. 1953)
Claims Required for Employees and Dependents for Overseas Travel (tentative date 1 Dec. 1953)
Documentation for Employees and Dependents in Support of Movement of Personnel (tentative date 15 Dec. 1953)
Briefing of Traveler (Employees and Dependents) (Tentative date 15 Dec. 1953)
[] (tentative date 1 Jan. '54).

25X1

Representatives of the Office of the Comptroller and the Office of Personnel have requested more time to complete the regulations in some instances, and adjustment of the date to be submitted to the Transportation Division has been made accordingly. The dates for submission to the Transportation Division, shown above, are those which are current as of this date. The Transportation Division will make every effort to get these regulations from the respective offices. However, since this division has no control over the two offices involved, action, which can be taken to ensure the regulations are submitted to this division when they are due, is limited.

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5. MAJOR OBJECTIVES

- a. Publication of Agency Regulations setting forth the procedures for

25X1C4A

PERCENTAGE COMPLETED: 80%

- b. Preparation of necessary regulations for the control of transportation of things and travel.

PERCENTAGE COMPLETED: 60%

- c. Development of an efficient and economical system for the operation of Agency trucks in the continental United States.

PERCENTAGE COMPLETED: 65%

- d. Determination of the most economical and efficient method of furnishing vehicular support in the metropolitan area of Washington.

PERCENTAGE COMPLETED: 60%

- e. Development and publication of a procedure for reporting motor vehicle accidents.

PERCENTAGE COMPLETED: 75%

- f. Development of rate tables to be furnished to the area divisions for the purpose of estimating transportation costs.

PERCENTAGE COMPLETED: 60%.

25X1A9A

TD/P&C/SSC:eim (2 Dec. 53)

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